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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 8715.3C**Effective Date: March 12,
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 (NASA Only)**Subject: NASA General Safety Program Requirements****Responsible Office: Office of Safety and Mission Assurance**

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Appendix H. NASA Operations and Engineering Panel for Facilities

1. PURPOSE

1.1 This charter establishes the NASA Operations and Engineering Panel (OEP).

1.2 The OEP evaluates and recommends a consistent and cost effective program ensuring the continuing operational integrity and safety of NASA launch facilities, programmatic operations, and test facilities, such as wind tunnels and pressure systems.

2. APPLICABILITY/SCOPE

This charter is applicable to NASA Headquarters and NASA Centers, including Component Facilities, and to the Jet Propulsion Laboratory (JPL) to the extent specified in its contract.

3. AUTHORITY

42 U.S.C. 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

4. FUNCTIONS

4.1 The OEP will provide an independent technical engineering and operational review of specifically selected NASA facilities and facility operations in support of the Office of Safety and Mission Assurance, the NASA Mission Directorates, and the NASA Centers, including Component Facilities. The OEP will produce written evaluations and recommendations to improve NASA engineering and operations.

4.2 The NASA OEP reviews and assesses the effect of changes in the NASA facilities engineering and operations infrastructure on the safety and mission success of NASA programs. In performance of its duties, the OEP shall do the following:

- a. Support the mission and goals of the NASA Mission Directorates and functional performance improvement initiatives of the Director, Facilities and Real Property Division, Office of Infrastructure and Administration, through technical engineering and safety, reliability, maintainability, and quality reviews of NASA facilities and operations.
- b. Evaluate and recommend a consistent and reasonable program for ensuring the operational safety, reliability, and integrity of NASA facilities within the current environment of declining personnel and budget resources.
- c. Identify, analyze, communicate, and initiate the resolution of issues that impact facilities and operations belonging to NASA.
- d. Support incorporation of safety, reliability, maintainability, and quality assurance disciplines in NASA facilities projects, from inception through completion.
- e. Evaluate operations and engineering technical support systems problems and issues, develop innovative solutions

and/or methods for arriving at solutions, and provide recommendations to management in these areas.

- f. Review for effectiveness the facility configuration management activities (especially those related to safety).
- g. Assist the Director, Facilities and Real Property Division, in encouraging the adoption and use of Reliability Centered Maintenance methodologies to help streamline facilities maintenance programs while maintaining an acceptable level of safety.
- h. Support the Chief, Safety and Mission Assurance, and the Director, Facilities and Real Property Division, on any special assignments related to facilities, operations, and engineering activities.
- i. Exchange technical expertise and operational experience among key operating officials throughout the Agency so that lessons learned and innovative technologies, processes, and techniques are transferred and applied to promote mission success and to achieve cost effectiveness.
- j. Support incorporation of cost-effective pollution prevention and sustainable development principles in facilities projects and assure that operations comply with environmental requirements.

4.3 The OEP will provide a written evaluation, along with any recommendations for engineering or operational improvements, to the Associate Administrator, who has Agency-wide institutional responsibilities, and to the Center Director responsible for the reviewed facility.

4.4 The OEP Executive Secretary within Office of Safety and Mission Assurance will retain all OEP records, files, reports, and meeting minutes.

4.5 The OEP Chairperson will provide a report on OEP activities to the Chief, Safety and Mission Assurance, at the end of each fiscal year.

4.6 NASA OEP members will communicate and coordinate OEP recommendations with their respective NASA Centers and the Manager of the NASA Management Office-Jet Propulsion Laboratory and monitor OEP activities relating to their facilities.

5. MEMBERSHIP

5.1 The OEP will be composed exclusively of full-time NASA employees; however, non-NASA employees may be invited to participate as advisers or observers. The OEP will consist of a Chairperson, an Executive Secretary, and members.

5.2 The members of the OEP will be appointed as follows:

- a. The Chief, Safety and Mission Assurance, will serve as an ex officio member of the OEP and will appoint the Chairperson, Executive Secretary, and one representative from the Office of Safety and Mission Assurance, Review and Assessment Division .
- b. The Assistant Administrator for Infrastructure and Administration will appoint one representative for Facilities Engineering and one representative for Environmental Management.
- c. The Mission Directorates will each appoint one representative.
- d. The Center Directors will each appoint one representative.
- e. Manager of the NASA Management Office-Jet Propulsion Laboratory will appoint one representative.
- f. Manager of the Wallops Flight Facility will appoint one representative.
- g. Manager of the White Sands Test Facility will appoint one representative.

5.3 The OEP may establish such subpanels and subgroups as the Chairperson considers necessary.

5.4 The NASA General Counsel and Chief Engineer, or their designees, will act as permanent advisors to the OEP. The Chairperson may appoint additional advisors and invite observers on a permanent or temporary basis.

6. MEETINGS The OEP will meet at the call of the Chairperson in support of the Associate Administrator. The OEP may also meet at the request of the Center Director of the facility to be reviewed or at the request of the Director, Facilities and Real Property Division.

7. DURATION The Panel will remain in existence until abolished by the Chief, Safety and Mission Assurance.

8. RECORDS The Office of Safety and Mission Assurance is responsible for the maintenance of this charter and all other records associated with the OEP.

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